



P.O. Box 352 • 150 S. Bridge St. • Markesan, WI 53946 • P: (920) 398-3031 • F: (920) 398-3991

## **FINANCE, PERSONNEL & SAFETY COMMITTEE**

### **Markesan City Hall**

**SEPTEMBER 8, 2016**

**8:00 p.m.**

### **AGENDA**

Call to Order

Roll Call

Citizen's Comments

Emergency Management Report

Police Report & Schedule

- Part Time Vacancy
- Crossing Guard Situation
- Two Hour Parking
- Margaret Street Vision Clearance

Clerk-Treasurer's Report

- Wisconsin Municipal Clerks Association Conference Report
- 2017 Budget Prep

Old Business

- Request for Proposal for Auditing Services
- Employee Manual Review

Review and Approval of Vouchers Payable

Adjournment

A quorum of the Markesan Common Council may be in attendance at this meeting to gather information about a subject over which they have decision making responsibility. Under Wisconsin Open Meeting Law, this may constitute a meeting of the Common Council pursuant to the Badtke Decision, however, the Council will not take action at this meeting.

Any person requiring special assistance to participate in this meeting should contact the Clerk-Treasurer at 398-3031 at least 24 hours prior to the meeting so appropriate accommodations can be made.

Posted: Markesan State Bank      City Hall  
Farmers State Bank      Post Office  
[www.markesanwi.gov](http://www.markesanwi.gov)

**Dated September 2, 2016**  
**Lavonne Athorp, Clerk-Treasurer**



P.O. Box 352 • 150 S. Bridge St. • Markesan, WI 53946 • P: (920) 398-2121 • F: (920) 398-8127

Markesan Police Department  
William A. Pflum, Chief of Police

**Finance, Personnel and Public Safety Committee**  
*Presented on September 8, 2016*

**August 2016**

**Agenda:**

- 1. Part time vacancy**
- 2. Crossing Guard Situation**
- 3. Two Hour Parking**
- 4. Margaret Street Vision Clearance**

**Appendix:**

- 1. Nelson Resignation**
- 2. Vision Clearance Ordinance #400-14**

### **1. Part Time Vacancy/Nelson Resignation**

Officer Ryan Nelson resigned from this department effective August 29, 2016. Officer Nelson has been hired full time by the Winnebago County Sheriff's Department and is no longer available to fill vacant shifts. This department's part time budget is thin and thus cannot afford to hire and train a new officer still in 2016. Vacant Shifts will be filled the best as possible with remaining part time officers and this vacancy will be filled in early 2017.

### **2. Crossing Guard Shortage**

After an intense effort of attempting to get a candidate to apply for the vacant regular crossing guard position, we came up short. We advertised in the classifieds, news stories in the local paper, city web site, Police Facebook page, and entire email systems of the school and chamber, yet never received a single application for the regular position.

Luckily, Clyde has agreed to once again take back the regular position for now thus preventing us from having to eliminate a crossing guard location.

This department has received two applications for the substitute crossing guard position in the past two weeks. Laverne Larson and Donna Fletcher-Dykstra have applied and met all needed requirements. Thus this department is recommending that Laverne Larson and Donna Fletcher-Dykstra be approved for the position of crossing guard.

### **3. Two Hour Parking**

This department was approached by the owners of the Workout Room on Water Street regarding an ongoing parking situation in front of their business. The owners advised that tenants from apartments downtown are tying up parking spaces in front of their business at all hours of the day and night. The owner advised that customers for their business have had to park as far as the Farmer State Bank parking lot which has caused its own issues.

The Workout Room seeing that it is open 24 hours a day 7 days a week is requesting a two hour parking restriction on Water Street in front of their business. This department did some research and found that actually there is a very old two hour parking sign located just before the Workout room on Water Street. In checking with current ordinance, there was no reference to the two hour parking on Water Street.

In speaking with Martin, it was decided that the best way to handle this situation would be to sign two hour parking on Water Street from Bridge Street to the alley that runs between Water and John Street on the north side and from Bridge Street to the driveway next of the Workout Room on the south side. This would allow customers of The Workout Room and the local law office located next door to patronize those businesses but still restrict people from parking all day or all night in those spots.

#### **4. Margaret Street Vision Clearance**

There has been some concern about vision clearance on Margaret Street due to the growth of the Lions Memorial Trees. Martin and I have addressed some of the issues and will be inspecting the rest of the intersections in the coming weeks to ensure all intersections meet our vision clearance ordinance. See attached for ordinance details.

*City of Markesan, WI  
Friday, September 2, 2016*

## Chapter 400. Zoning

### Article III. General Provisions

#### § 400-14. Vision clearance.

No obstructions such as structures, parking or vegetation shall be permitted in any district other than the C-1 District between the height of 2 1/2 and 10 feet above a plane through the mean curb grades within the triangular space formed by any two existing or proposed intersecting street or alley right-of-way lines and a line joining points on such lines, located a minimum of 35 feet from their intersection. Official signs, utility poles, tree trunks and wire fences may be permitted within each segment of an intersection traffic visibility area.

September 8, 2016

TO: CITY CLERK-TREASURER

FROM: FINANCE, PERSONNEL & SAFETY COMMITTEE

Please be advised we have reviewed the following vouchers, found them to be in order, and recommend to the Common Council that authorization for payment be approved:

CITY CHECKS: #33560-#33625	\$ 64,229.06
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DD #1079-1148	\$ 43,192.12
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EFT #343-364	\$ 43,613.87
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TOTAL	\$ 151,035.05
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UTILITY CHECKS: #11691-#11708	\$ 96,379.04
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EFT # n/a	\$ -
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TOTAL	\$ 96,379.04
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With the exception of:

_____	_____	_____
_____	_____	_____

Signed:

_____
_____
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_____
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# City of Markesan Voucher List

August 3 through September 8, 2016

Num	Date	Name	Memo	Original Amount
EFT-0343	08/04/2016	EMPLOYEE BENEFITS CORPORATION	HRA Reimb	-73.00
EFT-0344	08/05/2016	EMPLOYEE BENEFITS CORPORATION	HRA Reimb	-452.12
EFT-0345	08/08/2016	EMPLOYEE BENEFITS CORPORATION	HRA Reimb	-123.39
EFT-0346	08/09/2016	INTERNAL REVENUE SERVICE	8/5/16 Payroll Taxes	-4,676.29
EFT-0347	08/09/2016	EMPOWER RETIREMENT (WDC)	8/5/16 Payroll WDC deductions	-30.00
EFT-0348	08/16/2016	WISCONSIN DEPT. OF REVENUE	State Withholding 8/5/16 PR	-801.41
EFT-0349	08/22/2016	EMPLOYEE BENEFITS CORPORATION	HRA Reimb	-1,970.00
EFT-0350	08/24/2016	EMPOWER RETIREMENT (WDC)	8/19/16 PR WDC Contributions	-30.00
EFT-0351	08/24/2016	INTERNAL REVENUE SERVICE	8/19/16 PR Taxes & Withholding	-4,149.96
EFT-0352	08/26/2016	EMPLOYEE BENEFITS CORPORATION	HRA Reimb	-14.14
EFT-0353	08/31/2016	EMPLOYEE BENEFITS CORPORATION	HRA Reimb	-54.00
EFT-0354	08/31/2016	WRS (Wisconsin Retirement System)	Aug 2016 WRS Contributions	-5,086.01
EFT-0355	09/01/2016	WISCONSIN DEPT. OF REVENUE	Aug 15-31 State Withholding	-713.14
EFT-0356	09/01/2016	AETNA LIFE INSURANCE COMPANY	Sept 2016 Health Premiums	-9,333.65
EFT-0357	09/02/2016	DELTA DENTAL OF WISCONSIN	Sept 2016 Premiums	-294.69
EFT-0358	09/06/2016	EMPOWER RETIREMENT (WDC)	9/2/16 WDC Contributions	-30.00
EFT-0359	09/02/2016	INTERNAL REVENUE SERVICE	9/2/16 Fed Taxes & Withholding	-4,210.68
EFT-0360	09/06/2016	EMPLOYEE BENEFITS CORPORATION	HRA Reimb	-12.50
EFT-0361	09/07/2016	EMPLOYEE BENEFITS CORPORATION	HRA Reimb	-46.53
EFT-0362	09/08/2016	EMPLOYEE BENEFITS CORPORATION	HRA Reimb	-577.36
EFT-0363	09/08/2016	CEDE CO	Sept 2016 Bond Interest pymt	-10,915.00
EFT-0364	09/08/2016	MARKESAN STATE BANK	Sept 2016 Bond pymt-wire fee	-20.00
Total Electronic Payments				-43,613.87
DD1079	08/05/2016	Athorp, Lavonne M	Direct Deposit	-1,289.89
DD1080	08/05/2016	Butner, Bonny	Direct Deposit	-109.37
DD1081	08/05/2016	Chisnell, Gerald	Direct Deposit	-184.70
DD1082	08/05/2016	Doro, Anthony	Direct Deposit	-1,442.48
DD1083	08/05/2016	Glover, Valerie	Direct Deposit	-149.49
DD1084	08/05/2016	Hansen, Martin	Direct Deposit	-1,860.64
DD1085	08/05/2016	Hazlewood, Lucy	Direct Deposit	-921.31
DD1086	08/05/2016	Heberer, Jeffrey	Direct Deposit	-1,121.97
DD1087	08/05/2016	Heiling, Rachel	Direct Deposit	-543.26
DD1088	08/05/2016	Jobs, Kristine	Direct Deposit	-232.00
DD1089	08/05/2016	Krohn, Bobby	Direct Deposit	-959.10
DD1090	08/05/2016	McLean, Cody	Direct Deposit	-1,168.21
DD1091	08/05/2016	Nelson, Ryan	Direct Deposit	-724.98
DD1092	08/05/2016	Pflum, William	Direct Deposit	-1,554.66
DD1093	08/05/2016	Roberts, Thomas	Direct Deposit	-817.20
DD1094	08/05/2016	Stellmacher, Nancy	Direct Deposit	-186.08
DD1095	08/05/2016	Watry, Philip	Direct Deposit	-992.11
DD1096	08/05/2016	Weber, Bobbi Jo	Direct Deposit	-118.44
DD1097	08/05/2016	Wopat, Amy	Direct Deposit	-27.76
DD1098	08/05/2016	Kennedy, Daniel	Direct Deposit	-290.87
DD1099	08/05/2016	Lainberger, Kevin	Direct Deposit	-84.78

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City of Markesan  
Voucher List

August 3 through September 8, 2016

Num	Date	Name	Memo	Original Amount
DD1100	08/05/2016	Olson, Clyde	Direct Deposit	-233.14
DD1101	08/05/2016	Phippen, Henry	Direct Deposit	-52.99
DD1102	08/05/2016	Slate, Rich	Direct Deposit	-461.75
DD1103	08/19/2016	Athorp, Lavonne M	Direct Deposit	-1,289.89
DD1104	08/19/2016	Butner, Bonny	Direct Deposit	-80.47
DD1105	08/19/2016	Doro, Anthony	Direct Deposit	-1,442.49
DD1106	08/19/2016	Glover, Valerie	Direct Deposit	-192.21
DD1107	08/19/2016	Hansen, Martin	Direct Deposit	-1,272.76
DD1108	08/19/2016	Hazlewood, Lucy	Direct Deposit	-1,082.66
DD1109	08/19/2016	Heberer, Jeffrey	Direct Deposit	-1,121.96
DD1110	08/19/2016	Helling, Rachel	Direct Deposit	-577.33
DD1111	08/19/2016	Jobs, Kristine	Direct Deposit	-221.57
DD1112	08/19/2016	Krohn, Bobby	Direct Deposit	-504.17
DD1113	08/19/2016	McLean, Cody	Direct Deposit	-1,169.00
DD1114	08/19/2016	Nelson, Ryan	Direct Deposit	-580.63
DD1115	08/19/2016	Pflum, William	Direct Deposit	-1,552.30
DD1116	08/19/2016	Roberts, Thomas	Direct Deposit	-817.18
DD1117	08/19/2016	Stellmacher, Nancy	Direct Deposit	-162.07
DD1118	08/19/2016	Watry, Phillip	Direct Deposit	-982.31
DD1119	08/19/2016	Weber, Bobbi Jo	Direct Deposit	-220.25
DD1120	08/19/2016	Wopat, Amy	Direct Deposit	-70.46
DD1121	08/19/2016	Zelenko, Valentina	Direct Deposit	-51.49
DD1122	08/19/2016	Cotterill, Margaret	Direct Deposit	-56.26
DD1123	08/19/2016	Dirks, Jennifer	Direct Deposit	-50.63
DD1124	08/19/2016	Frank, Nancy L	Direct Deposit	-56.26
DD1125	08/19/2016	Metcalfe, Dolores	Direct Deposit	-65.63
DD1126	08/19/2016	Parker, Shirley M	Direct Deposit	-50.63
DD1127	08/19/2016	Schwandt, Joyce	Direct Deposit	-56.25
DD1128	09/02/2016	Athorp, Lavonne M	Direct Deposit	-1,289.87
DD1129	09/02/2016	Butner, Bonny	Direct Deposit	-68.30
DD1130	09/02/2016	Doro, Anthony	Direct Deposit	-1,442.48
DD1131	09/02/2016	Glover, Valerie	Direct Deposit	-134.55
DD1132	09/02/2016	Hansen, Martin	Direct Deposit	-1,272.76
DD1133	09/02/2016	Hazlewood, Lucy	Direct Deposit	-987.65
DD1134	09/02/2016	Heberer, Jeffrey	Direct Deposit	-1,121.96
DD1135	09/02/2016	Helling, Rachel	Direct Deposit	-681.57
DD1136	09/02/2016	Jobs, Kristine	Direct Deposit	-94.06
DD1137	09/02/2016	Krohn, Bobby	Direct Deposit	-521.59
DD1138	09/02/2016	McLean, Cody	Direct Deposit	-1,170.77
DD1139	09/02/2016	Nelson, Ryan	Direct Deposit	-487.35
DD1140	09/02/2016	Pflum, William	Direct Deposit	-1,554.67
DD1141	09/02/2016	Roberts, Thomas	Direct Deposit	-817.18
DD1142	09/02/2016	Stellmacher, Nancy	Direct Deposit	-388.98
DD1143	09/02/2016	Watry, Phillip	Direct Deposit	-977.41
DD1144	09/02/2016	Weber, Bobbi Jo	Direct Deposit	-180.77



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## City of Markesan Voucher List

August 3 through September 8, 2016

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>
DD1145	09/02/2016	Wopat, Amy	Direct Deposit	-29.91
DD1146	09/02/2016	Zelenko, Valentina	Direct Deposit	-41.19
DD1147	09/02/2016	Kennedy, Daniel	Direct Deposit	-213.33
DD1148	09/02/2016	Slate, Rich	Direct Deposit	-461.75
<b>Total Direct Deposits</b>				<b>-43,192.12</b>
33560	08/08/2016	MARKESAN AUTO, HOME & FARM	Misc. Parts / Supplies	-193.53
33561	08/10/2016	FUNTIME FUNKTIONS	2016 Harvest Fest entertainment	-500.00
33562	08/10/2016	AFLAC INSURANCE	Sept 2016 premiums	-167.14
33563	08/15/2016	CENTURYLINK	July-August 2016 Phone & Internet	-548.24
33564	08/15/2016	SECURIAN FINANCIAL GROUP, INC.	August 2016 Life Insurance Premiums	-82.57
33565	08/22/2016	ALLIANT ENERGY/WP&L	July/Aug 2016 Electric Bills	-3,944.22
33566	08/22/2016	B.C. COMMERCIAL LAUNDRY SERV.	July 2016 Rug Cleaning	-45.19
33567	08/22/2016	LANDMARK SERVICES COOPERATIVE	July 2016 Fuel	-859.83
33568	08/22/2016	POWERSPORTS COMPANY	Lawn Mower	-13,400.00
33569	08/22/2016	SHELL FLEET PLUS	July Fuel	-569.88
33570	08/22/2016	WASTE MANAGEMENT OF WISCONSIN	August 2016 Recycling Center/July 2016 Pickup	-6,687.33
33571	08/22/2016	WE ENERGIES	July/Aug 2016 Gas Bills	-77.10
33572	08/22/2016	BLUE SKIES & LULLABIES	Refund Rental Security Deposit	-800.00
33573	08/22/2016	VERIZON WIRELESS	July / August 2016 Cell Phone	-125.20
33574	08/22/2016	DIZZY D. CLOWN	2016 August Fest	-300.00
33575	08/24/2016	PRE-EMPLOYMENT FUND	August 2016 Contributions	-76.92
33576	08/25/2016	WELLS FARGO REMITTANCE CENTER	Google / Amazon / Apple	-950.54
33577	09/02/2016	AFLAC INSURANCE	August 2016 Premiums	-167.14
33578	09/06/2016	A-1 ELEVATOR	Annual Elevator Testing	-300.00
33579	09/06/2016	ACTION APPRAISERS & CONSULTANT	3rd Quarter Maintenance work for 2016	-1,425.00
33580	09/06/2016	AMS ALARM, LLC	Sept '16 - Aug '17 Monitoring	-528.00
33581	09/06/2016	ATHORP LAVONNE	WMCA Conference Mileage Reimb	-58.60
33582	09/06/2016	B.C. COMMERCIAL LAUNDRY SERV.	Aug 2016 Rug Cleaning	-45.19
33583	09/06/2016	BERGEMANN'S AUTOCARE	2014 Ford - Oil Change / 4 New Tires	-1,059.53
33584	09/06/2016	BERLIN JOURNAL NEWSPAPERS	Polling Place Ad	-17.94
33585	09/06/2016	BEST WAY DRIVING ACADEMY	Community Room Rental Refund	-285.00
33586	09/06/2016	C. GIESE CONSTRUCTION	Set of Cabinets for Police Dept.	-369.25
33587	09/06/2016	CAREW CONCRETE & SUPPLY	E. Vista Sidewalk/Crusher Run	-1,047.55
33588	09/06/2016	CENTURYLINK	Aug-Sept 2016 Phone & Internet	-548.23
33589	09/06/2016	COMPLETE OFFICE OF WISCONSIN	Name Tags/elec. stamp/Trash bags/copy & toilet paper	-109.25
33590	09/06/2016	FARRELL EQUIPMENT & SUPPLY CO.	Sidewalk Supplies	-262.98
33591	09/06/2016	GENERAL ENGINEERING CO., INC.	Landfill monitoring/Bldg Insp/2017 Project	-12,354.98
33592	09/06/2016	GRAND RIVER FIRE DISTRICT	July & Aug 2016 Incident charges	-639.00
33593	09/06/2016	GRAPHIC SIGN & LETTER CO., INC	Business Park Sign Vinyl Lettering	-95.04
33594	09/06/2016	GREEN LAKE COUNTY TREASURER	North St repairs/Police Dept supplies	-320.54
33595	09/06/2016	KINAS EXCAVATING, INC.	Storm sewer line repair	-2,294.08
33596	09/06/2016	KT SERVICE CENTER	2010 Ford - 1 Tire Replacement	-293.00
33597	09/06/2016	LEHNER LAW OFFICE	August 2016 Legal Services	-329.44
33598	09/06/2016	MARKESAN AUTO, HOME & FARM	Misc. Supplies	-218.39

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City of Markesan  
Voucher List

August 3 through September 8, 2016

Num	Date	Name	Memo	Original Amount
33599	09/06/2016	MARKESAN LUMBER	Sidewalk repairs	-52.70
33600	09/06/2016	MCLEAN CODY	Sept 2016 Cell Phone Reimb	-15.00
33601	09/06/2016	MID-AMERICAN RESEARCH CHEMICAL	Urinal Screens	-59.76
33602	09/06/2016	NESS ELECTRIC LLC	City Hall/PW Shop Light repairs	-166.67
33603	09/06/2016	NEWMAN TRAFFIC SIGNS	Street Signs	-44.77
33604	09/08/2016	PACKERLAND PORTABLES	August Fest 2016	-140.00
33605	09/06/2016	PHILIP WATRY	Sept 2016 Cell Phone Reimb	-15.00
33606	09/06/2016	QUANTUM COMMUNICATIONS	Repair PD Lobby Phone	-97.50
33607	09/06/2016	R&R ENTERPRISES MARKESAN LLC	Lawn mowing at Soldiers & Sailors	-920.00
33608	09/08/2016	RACHEL HEILING	New Clerk's Class Mileage Reimb	-67.20
33609	09/06/2016	ROBERT J. NENAHLO	Complete Audit Report	-1,300.00
33610	09/06/2016	ROHDE'S SALES & SERVICE	Air Filter Kits/Oil	-79.59
33611	09/06/2016	SUPERIOR CHEMICAL CORPORATION	Hot Stuff Concrete Floor	-138.41
33612	09/06/2016	TED'S PIGGLY WIGGLY	July 2016 Charges	-15.97
33613	09/06/2016	TH AGRI-CHEMICALS, INC.	Weed control chemicals (Park & Cemetery)	-166.17
33614	09/06/2016	THE UNIFORM SHOPPE	McLean - Boots/Pants	-172.90
33615	09/06/2016	THEDA CARE LABORATORIES	PD Blood Draw	-127.50
33616	09/06/2016	TOMROBERTS	Sept 2016 Cell Phone Reimb	-15.00
33617	09/06/2016	US POSTMASTER	VOID:	0.00
33618	09/06/2016	VILLAGE OF CLEVELAND	50/50 Split of Hotel Room for WMCA Conf.	-41.00
33619	09/06/2016	WASTE MANAGEMENT OF WISCONSIN	Sept 2016 Recycling Center/Aug 2016 Pickup	-6,826.44
33620	09/06/2016	WI MUNICIPAL CLERKS ASSC.	Athorp - District 6 Meeting	-30.00
33621	09/06/2016	WILLIAM A. PFLUM	Chief Conf mileage/cell phone reimb	-62.60
33622	09/07/2016	WAUPUN AUTO SUPPLY, INC.	Battery	-228.18
33623	09/08/2016	JAHNKE'S LANDSCAPING	2016 Kiwanis Grass Cutting	-1,000.00
33624	09/08/2016	TED'S PIGGLY WIGGLY	Aug 2016 Charges	-143.88
33625	09/08/2016	US POSTMASTER	PO Box fees/3 rolls stamps	-207.00
Total Check Payments				-64,229.06
TOTAL PAYMENTS				-151,035.05

**Markesan Utilities**  
**Voucher List**  
**August 3 through September 8, 2016**

<b>Num</b>	<b>Date</b>	<b>Name</b>	<b>Memo</b>	<b>Original Amount</b>
11691	08/05/2016	MARKESAN, CITY OF	Cash flow loan to City	-70,000.00
11692	08/15/2016	CENTURYLINK	July-Aug 2016 Phone & Internet	-152.88
11693	08/16/2016	LANDMARK SERVICES COOPERATIVE	July 2016 Fuel	-114.86
11694	08/16/2016	US POSTMASTER	2 Rolls of stamps	-94.00
11695	08/16/2016	WE ENERGIES	July/Aug 2016 Gas Bills	-25.34
11696	08/22/2016	ALLIANT ENERGY/WP&L	July/Aug 2016 Electric Bills	-3,113.57
11697	08/23/2016	MARKESAN, CITY OF	Aug 2016 PR Reimb	-10,172.86
11698	09/06/2016	CENTURYLINK	AUG-SEPT 2016 PHONE & INTERNET	-152.59
11699	09/06/2016	HD SUPPLY WATERWORKS, LTD	Stationary Rod	-10.25
11700	09/06/2016	JEFFREY HEBERER	SEPT 2016 CELL PHONE REIMB	-15.00
11701	09/06/2016	LONGSINE'S PAINTING	Re-painting of 3 dome covers	-9,500.00
11702	09/06/2016	NORTH CENTRAL LABS, INC.	Test Supplies	-361.75
11703	09/06/2016	NORTHERN LAKE SERVICE	Water Testing	-216.00
11704	09/06/2016	ROBERT J. NENAHLO	Audit Report / Prep for water rate increase	-1,100.00
11705	09/06/2016	U.S. CELLULAR	Aug - Sept 2016 Cell Phone	-46.24
11706	09/06/2016	L W ALLEN, INC.	Programming Labor	-742.04
11707	09/06/2016	USA BLUEBOOK	Gloves / Leak Seal Coating	-191.66
11708	09/06/2016	WISCONSIN RURAL WATER ASSOC.	System Membership Renewal	-370.00
<b>Total Check Payments</b>				<b>-96,379.04</b>
<b>Total Payments</b>				<b>-96,379.04</b>